

## Career Counseling and Information and Referral (CCIR) Guidance

**Career Counseling (CC)** is sharing resources and options for consideration. Begin with a brief VR Orientation and explain collaboration with the Service Provider to find and maintain competitive integrated employment. Group sessions are acceptable and preferred. A VR case will not be opened unless an individual or their family/guardian makes a request.

### **Key components of Career Counseling:**

Ensure informed choice  
 Interests & Strengths  
 Priorities  
 Concerns  
 Abilities & Capabilities  
 Resources- Financial and Human Capital  
 Daily Living Factors  
 Employability Skills  
 Review education and work history  
 Training options  
 General labor market information  
 How to look for work in coordination with Service Provider staff  
 Discuss Supported or Customized Employment and any AT that may help address concerns and barriers

***\*Benefits Orientation may be included as a later CC interaction after VR application has been taken and once individual has come off the waitlist (if applicable).***

**Information & Referral (I & R)** is sharing resource information available nationally and in the geographic area that may provide relevant employment, employment support services or independent living and personal care needs. Self-Advocacy, Self-Determination, and Peer Mentoring required components are included in the *Information and Referral (I & R) to Other Programs* handout.

***Documentation Checklist for Youth (24 and Under) OR Documentation Checklist for Adults*** form shall be used to record CCIR activity and then copied for all entities specified at bottom of form. CCIR is only required of individuals employed at special or sub-minimum wage (SMW) employment or individuals earning at least minimum wage in an enclave situation where integration may be questioned. When an individual and their guardian (if applicable) refuse a CCIR activity, refer back to DD Service Coordinator to discuss implication of not working with VR, and proceed with ***Refusal to Participate*** form.

### **Required CCIR intervals (Service Provider responsible to monitor and request VR appointments to maintain compliance for DOL Wage and Hour Division):**

- (1) Hired at SMW on or after 7/22/2016- every 6 months for first year of employment and annually thereafter for duration of SMW employment.
- (2) Already hired at SMW prior to 7/22/2016- once by 7/22/2017 and annually thereafter for duration of SMW employment.

***\* Applicable intervals will be calculated based upon the date individual becomes known to VR.***